



## APPLICATION FOR TRANSIENT MERCHANT OR PEDDLER'S PERMIT AND SOLICITOR OR PROFESSIONAL FUNDRAISER REGISTRATION

Date \_\_\_\_\_ ICR# \_\_\_\_\_ (Office Use Only)

This application form requests information that may be classified as private or confidential under the Minnesota Data Practices Act. This information will be used to determine your eligibility for issuance of a peddler permit, transient merchant permit or solicitor registration. You are not legally required to provide the information. However, failure to provide the information, providing false information or omitting pertinent information will result in a denial of the permit or registration.

*Please allow 10 business days for application processing.*

### License Type *(check one)*

<input type="checkbox"/>	<p><b>Solicitor (No Fee – Registration Only)</b>          A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time.</p>
<input type="checkbox"/>	<p><b>Peddler (\$35.00 Permit Application Fee)</b>          A person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place movement, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise, other personal property, or services that the person is carrying or otherwise transporting.</p>
<input type="checkbox"/>	<p><b>Transient Merchant (\$35.00 License Application Fee)</b>          Any person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling or attempting to sell, and delivering goods, wares, products, merchandise, or other personal property and who does not remain in any one location for more than fourteen (14) consecutive days</p>

### Applicant Information

Complete Name: (First-Middle-Last)	
Alias:	
Date of Birth:	
Driver's License or Government Issued Identification:	
Home Address:	
Home Phone:	Cell Phone:
Local Address Where You Are Staying:	

## Business Information

Company Name:	
Business Address:	
Business Phone:	
Contact Name: <i>(This person must be available by phone during the hours you are soliciting)</i>	
Contact Phone Number:	
MN Sales Tax ID Number:	
Dates you Intend to Conduct Business:	
Type of Business:	
Products or Services to be Sold:	

## Vehicle Information *List all vehicles that will be used*

Registered Owner:	
Make:	Model:
Year:	Color:
License Plate and State:	

Registered Owner:	
Make:	Model:
Year:	Color:
License Plate and State:	

## Convictions

Have you been convicted within the last five years or have any pending felony, gross misdemeanor, or misdemeanor violations of any state or federal statute or any local ordinance, other than non-moving vehicle minor offenses? \_\_\_\_\_ If yes, please list below.

Type of Incident	Date of Incident	Disposition	Pending Cases

List the three most recent cities where you have conducted business as a peddler, solicitor or transient merchant

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Have you had a peddler, solicitor or transient merchant permit revoked in last 5 years?

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If yes, what city and why?

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Note: Transient merchants must provide copy of county license and written permission of the property owner of location where temporary business will take place.



## Solicitor, Peddler, Transient Merchant Ordinance Summary

Woodbury City Code Chapter 11 regulates Solicitors, Peddlers, and Transient Merchants operating in the City. If you plan to conduct business in Woodbury as a solicitor, peddler, or transient merchant, you should be aware of the following:

Peddlers and transient merchants must first obtain a city permit. Solicitors must register and obtain a certificate of registration. Each individual must apply in person at the Woodbury Public Safety Department located at 2100 Radio Drive and must show a driver's license or government issued identification at the time of their application.

Transient merchants, solicitors and peddlers must visibly display their permit or certificate of registration in a conspicuous place on the person's outer garment or clothing when they are conducting business in the City of Woodbury. They must also have their picture identification with them.

Solicitors and Peddlers must not approach a residence that displays a "No Solicitors" sign.

**The following activities are prohibited and will result in the revocation of your transient merchant or peddlers permit or your solicitor registration and may result in criminal charges:**

- Providing false information on your permit application.
- Failing to provide proof of license or registration, and identification when requested; or using the license or registration of another person.
- Conducting business before 8:00 a.m. or after 8:00 p.m.
- Conducting business in a way to create a threat to the health, safety and welfare of any individual or the general public.
- Obstructing the free flow of either vehicular or pedestrian traffic on any street, alley, sidewalk or other public right of way.
- Making false or misleading statements about the product or service being sold, including untrue statements of endorsement.
- Claiming to have the endorsement of the City solely on based on the City having issued a license or certificate of registration to that person.
- Remaining on the property of another when requested to leave, or otherwise conducting business in a manner a reasonable person would find obscene, threatening, intimidating or abusive.

**Violations of this ordinance are a misdemeanor and are punishable by up to a \$1000 fine and 90 days in jail.**

I hereby affirm that the information provided on this application is correct upon penalty of voiding any permit or registration issued here under. I also affirm that I have read the above summary of the city ordinance as it pertains to peddling and soliciting. I understand and agree to follow the rules and regulations. I understand that if I do not follow the rules and regulations my permit or registration will be revoked and I may be subject to criminal prosecution.

Signature:	Date:
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## City of Woodbury Department of Public Safety

### General Authorization and Release of Private Data

I hereby authorize and grant my informed consent to permit the Minnesota Bureau of Criminal Apprehension to release and to make available to the City of Woodbury and/or its agents and/or representative of the following types of private data:

- Criminal History
- Driver's License records for any and all states for which I have or currently am licensed.
- Arrest Warrant information including local, statewide, and national sources of information.

I understand my rights under Title 5, United States Code Section 552A, and the Minnesota Data Practice Act with regard to access and disclosure of Private Data. I hereby knowingly waive those rights with the understanding that information furnished will be used by the City of Woodbury in determining my suitability for licensure or registration.

This authorization shall be valid for a period of one year. I reserve the right to cancel the written authorization at any time prior to the expiration, by providing written notice to the City of Woodbury of that fact.

Full Name (first, full middle, last)		DOB
Signature	Date	
Current Address	State	Zip
Daytime Phone Number		
Email Address		



**THIS SIDE FOR LAW ENFORCEMENT USE ONLY**

Received Date \_\_\_\_\_

Case # \_\_\_\_\_

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

**BACKGROUND CHECKS**

LOCAL: PIGGY \_\_\_\_\_ TRITECH \_\_\_\_\_

ODYSSEY: \_\_\_\_\_

Portals QHM/QR: \_\_\_\_\_

Portals QDP/KQ/UQ: \_\_\_\_\_

BACKGROUND CHECK COMPLETED BY: \_\_\_\_\_

REASON TO DECLINE:

YES

NO

DENIAL LETTER SENT: \_\_\_\_\_

PROCESSED DATE: \_\_\_\_\_

NOTES: \_\_\_\_\_